



DRAFT Minutes of the meeting held on Monday 6 January 2020

Parish Councillors present: Heather Butler (Chair), Vicky Fenwick, Jo Davies, Graham Sheppard, Bernard Turnbull, Kerry Levins, Louise Arnold .

Kevin Kingston (Parish Clerk)

Public Session

Cllr Butler (Chair) welcomed an audience of 7 residents to the January 2020 meeting of the Parish Council.

She said those attending the RPC meetings are welcome to speak for up to 3 minutes. If feasible responses will be made by Councillors during the meeting otherwise written responses are provided later hopefully before the next Parish Council meeting.

Atlanta Cook provided the meeting with a Beacon hub update including :

- the completion of educational programme
- New programme to commence on 13 January 2020.
- Appointment of new trustee – Jess Bavinton
- Working with a new build designer for Beacon Hub and looking for more modular building.
- Financially sound set of accounts and have bid for second round of Co-Op funding – last year received £8k and hoping for similar this year.
- Partnership with SDNP very healthy, and SDNP support planning application for Hub.
- New Chair of Beacon Hub is Atlanta Cook, Jess Bavinton – new trustee and Bernard Turnbull appointed as Treasurer.

Erica Partridge – asked if the conditions of the build of St Aubyn’s and any report of dangerous materials being taken from the site will be available.

Cllr Butler replied stating that Fairfax have still not identified developer/builder.

The **Parish Clerk** pointed out that any conditions associated with the development and planning application will be available on the City Council's website and any changes to these will have to be agreed with City Council.

Denise Hopper asked what guarantees will be given to ensure that the Twitten, which is a historic right of way, will not be lost/subsumed into the development and asked that the Parish Council fight to ensure that the Twitten remains.

Cllr Butler replied stating that assurances have been given that the Twitten would not be subsumed and confirmed that the Parish Council fully support the retention of the Twitten.

Keith Wood asked if the planter in the High Street could be moved or replaced by yellow box markings as it is dangerous for pedestrians and car drivers particularly coming down Park Road as they have to butt out to see other cars coming south on the High Street and quoted excerpts from the Road Safety Act 1984. Mr Wood also stated that the City Council are refusing to answer his calls and concerns about the scheme.

Cllr Butler replied asking that Mr Wood make his views known to the City Council who are collating all responses and concerns re the Experimental Traffic Order and confirmed that a meeting will be held with City Council on 28 January 2020 to discuss the current position and it is hoped that an update on the scheme can be provided at the February Parish Council meeting.

John Bustard commented that he has submitted comments to the City Council but to date has not had a response.

Atlanta Cook commented that the left turn onto the High Street has significantly improved but agreed that the yellow box markings should be extended further north on the High Street.

1. Apologies for absence.

Apologies were received from Sue John and Finella MacKenzie

2. Declarations of interests in agenda items.

Cllr Sheppard and Cllr Butler declared an interest in item 7.

3. Agreement of minutes of the RPC meeting on 2 December 2019.

The minutes of the meeting held on 2 December were agreed.

Cllr Butler informed the meeting that this would be the Parish Clerk's final Council meeting as he will be leaving the role on 31 January 2020. Cllr Butler thanked Kevin for all his work over the past year and in particular the help, advice and support he has given to the Parish Council and his ability in being able to get things done with the City Council. His work in this area has enabled the Parish Council to move and progress things forward a lot quicker.

4. **Matters and actions arising from last meeting.**

- (i) Written responses to questions from Sean Flanagan (local resident)

Cllr Sheppard pointed out that on page 10 that the road in question was Bazehill Road and the grit bin will not be moved from its present position.

The Parish Clerk informed the meeting that a response has been sent to Sean Flanagan and that a further response on supplementary questions raised after the meeting by Sean Flanagan is being prepared. Responses to Sean Flanagan's Questions will be appended to these minutes and put on the website

Cllr Turnbull informed the meeting that a new grants application has been drafted and a copy will be sent to the Parish Clerk for the website once agreed.

Parish Council finance and grants

5. **To receive the RFO monthly report (see paper circulated at meeting)**

The Parish Clerk reported the following expenditure during December:

In December we spent £1276.82 in general day to day expenditure and running expenses and a total of £11,587.84 including £245 for the printing of the Beacon hill annual report and £118.48 on a new pump, turf, cover fee for the temp clerk at the June Council meeting and a timer for the Christmas tree.

We have spent £4869.76 of our minor projects budget including £2394 for the development of a new website, over £1200 for new belisha beacons, some £1026 on moving planters and digging up a wrongly placed concrete slab near the church and £246.27 on 20 is plenty road signs which are now strategically placed around the village. To date we have spent £8539.26 of our minor projects budget.

Our total expenditure for the period ending 31/12/19 is **£24,155.95** and we currently have **£89,757.96** in our Cambridge and Counties bank account and some **£94,920.47** in our Nat West reserve and current accounts as at 31 December 2019...making a total of **£183,777.88**

A VAT reclaim to HMRC for the period 1 April 2019 to 31 December 2019 for £2394.79.

The Parish Clerk is meeting with officers of the City Council on 20 January to discuss the tax base and precept arrangements for the year commencing 1 April 2020 and these will be reported to the February 2020 Council meeting.

6. To agree outstanding payments/invoices (see agenda item 6)

Payments & Invoices

Month: December 2019

Supplier	Purpose	£ Cost	£ VAT	Notes
Clerks salary	December salary	638.88		
PAYE	Clerks PAYE to HMRC	173.62		
Whiteway Centre	Room Hire for 2020	584.00		
Sussex Electric	Repair to Xmas tree lights	50.00	10.00	
TRL	Air quality monitoring equipment as agreed with BHCC	4000.00	800.00	
B&HCC	Replacement railings agreed with City Council in Marine Drive	3083.33	616.67	To be paid when work completed
Clamp Boxall	Professional services - payroll	77.00	15.40	
St Margaret's Church	Grant for essential improvements to the Church Tower	3000.00		

The payments above were **SECONDED & AGREED** at the meeting.

7. To agree applications for RPC grants/donations

A grant of £3,000 was awarded to St Margaret's Church. A cheque would be sent with a covering letter to Father Anthony by the Parish Clerk. **Action: Parish Clerk.**

Governance

8. Annual review of standing orders and policies

It was agreed that the Governance Sub Group would meet in the near future to review Standing orders and policies and would bring back a progress report to the February Council meeting. **Action: Governance Sub Group.**

Major projects

9. To receive updates and progress reports on all major projects.

(i) Street lighting update

The **Parish Clerk** informed the meeting that he had contacted the street lighting team again to ascertain when the project will be completed (including informing them of the 11 lampposts still to be painted) and when the Parish Council would receive the invoice for their share of the works. To date no response has been made to his email.

(ii) Neighbourhood plan update

Cllr Butler reported that the neighbourhood plan has been sent to the City Council and we are awaiting a response to see if a further and updated Strategic Environmental Assessment (SEA) is required.

(iii) Lower High Street update

The **Parish Clerk** reported that we have now received two quotes for the development of a design brief for the Lower High Street from Urban designers Urban Movement and the Project Centre – both designers have carried out work for the City Council. An initial project meeting to discuss these quotes will be held on 17 January 2020 and the project group will comprise Cllrs John, Butler, Turnbull and all three City Councillors. The Parish Clerk will be the project manager and Dave Parker – Head of Transport Projects at the City Council will also be invited to sit on the project group. A meeting will be convened with local residents and businesses shortly to commence the consultation process.

(iv) Park Road toilets

Cllr Butler reported that she together with Cllr Levins and the Parish Clerk met with officers of the City Council on site in December to discuss this project and it was agreed that an amended refurbishment will be considered to create unisex toilets and wheelchair access which would take better advantage of the space afforded in the building. The City Council officers have gone away to re-evaluate the costs and we are waiting to hear from them.

(v) Rottingdean High Street – Experimental Traffic Order

Cllr Butler reported that the Parish Council are meeting with the City Council on 28 January 2020 to discuss the Traffic order. It is hoped that air quality data and information will be available at this meeting that can be published on the Parish Council website through links with the City council website. A progress report on the meeting will be provided to the February 2020 Parish Council meeting.

(vi) New website

The **Parish Clerk** informed the meeting that good progress is being made with the design and the development of the new website. It was agreed that the Parish Council would contact toolkit to ask them for instructions on how to change, amend, delete and modify the website. It was also agreed that all Parish Councillors would have the opportunity to view the new website before it goes live. The Parish Clerk also informed the meeting that Toolkit have given assurances that changes can be made to the website after it has gone live.

Planning Sub Committee

10. To receive report from the Planning Sub Committee

Applications reviewed by Parish Council

None

Planning applications decided by City Council under delegated powers

APPLICATION NUMBER BH2019/03348
ADDRESS Northend House The Green Rottingdean Brighton BN2 7HA
DEVELOPMENT DESCRIPTION Installation of internal secondary glazing to selected windows on ground, first and second floor to front and side elevations.
APPLICANT Mr Jon Kamaluddin
DECISION Approved
DECISION DATE 18/12/2019

APPLICATION NUMBER BH2019/03353
ADDRESS 10 Newlands Road Rottingdean Brighton BN2 7GD
DEVELOPMENT DESCRIPTION Demolition of existing conservatory and erection of single storey rear extension.
APPLICANT Mr Bayliss
DECISION Approved
DECISION DATE 19/12/2019

APPLICATION NUMBER BH2019/03456
ADDRESS Lanterns The Green Rottingdean Brighton BN2 7DD
DEVELOPMENT DESCRIPTION Non-material amendment to BH2018/03230 to alter window design to include glazing bars
APPLICANT Mr N James
DECISION Approved
DECISION DATE 18/12/2019

APPLICATION NUMBER BH2019/02818
ADDRESS 25 Falmer Road Rottingdean Brighton BN2 7DA
DEVELOPMENT DESCRIPTION Roof alterations incorporating: a rear hip to gable roof extension; 2no. juliet balconies to the rear; revisions to fenestration including the addition of 5no. rooflights; and associated works.
APPLICANT Mark Saxby
DECISION Refused
DECISION DATE 26/11/2019

APPLICATION NUMBER BH2019/02905
ADDRESS 3 Meadow Parade Rottingdean Brighton BN2 7FA
DEVELOPMENT DESCRIPTION Prior approval for change of use from hot food takeaway (A5) to residential (C3) to form 1no selfcontained flat (C3).
APPLICANT Stratuss UK Ltd Mr David Roberts
DECISION Prior Approval Required Approved
DECISION DATE 26/11/2019

APPLICATION NUMBER BH2019/02976
ADDRESS 53 Chailey Avenue Rottingdean Brighton BN2 7GH
DEVELOPMENT DESCRIPTION Erection of single storey front extension.
APPLICANT Mr & Mrs Shane
DECISION Approved
DECISION DATE 27/11/2019

APPLICATION NUMBER BH2019/03021
ADDRESS 118 High Street Rottingdean Brighton BN2 7HF
DEVELOPMENT DESCRIPTION Change of Use from Dental Surgery (D1) to three bedroom Dwelling house (C3).
APPLICANT Mr N J Vaid Rottingdean Dental Practice
DECISION Approved
DECISION DATE 12/12/2019

APPLICATION NUMBER BH2019/03191
ADDRESS 15 Beacon Hill Brighton BN2 7BN
DEVELOPMENT DESCRIPTION Application for Approval of Details reserved by condition 3 (Slate roof tile literature), of application BH2017/01505.
APPLICANT Mr Baird

Advisory groups

11. To receive report from the Built Environment advisory group

Cllr Sheppard reported the following:

- Broken railings on A259 reported to City Council
- Railings at the bottom of Marine Drive have been replaced but some railings further up still have to be black powder coated.
- Belisha beacon replacements – awaiting delivery from contractor
- 30 mph sign on Coast Road has been replaced but light not working
- Double yellow lines on kerb outside St Margarets Cottage have been repainted and are very bright.
- The parking of vehicles on green adjacent to bowling green has improved now that building works completed and the situation will be monitored.
- Pothole in gutter by St Margarets Church has been reported to City Council.
- Cllr Sheppard to meet with Nigel Smith of the A259 action group to discuss current position and will report back to Next meeting of BEAG.

12. To receive report from the Natural Environment advisory group

Cllr Arnold reported the following:

- A new ranger (Paul Gorringe) has been appointed for Beacon Hill. Paul is also the ranger for Whitehawk and Sheepcote Valley. Two further rangers are due to be appointed by City Council.
- No sheep are on the Beacon Hill because company that makes the fencing has gone out of business – an alternative solution is being investigated
- A permanent fence will be installed at the top of Court Ord Road
- A permanent fence will also be installed around the east side with gates for access – this will mean there will be a reduction in electric fences
- Noticeboards – it is hoped that 2 of the noticeboards will be installed week commencing 20 January.

Cllr Butler reported that Cllrs Butler, John and Turnbull recently met with the three City Councillors to discuss the beach huts/chalets and it was agreed that the system of allocation was unfair. Unequal. It was agreed that a delegation would be made to the City Councils Tourism, Equalities & Culture Committee about the system of allocation.

Cllr Turnbull reported that a kayaking club had approached the City Council to take over the storage building situated close to Connors Court.

Cllr Davies left the meeting at 8.30pm

13. To receive report from the Strategy & Communications advisory group.

- (i) Community Infrastructure Levy briefing

It was agreed that Cllrs Sheppard and Arnold would attend the City Councils CIL briefing.

- (ii) Parish Clerk recruitment process

The interview panel for the interviews would be Cllrs John, Butler, Sheppard & Fenwick
Cllr Sheppard agreed to advertise the vacancy in next edition of Village News.

14. To receive report from the Village Community advisory group.

- (i) Wellbeing Fair

VCAG has met twice since the last council meeting and a summary of these discussions is detailed below :

Cllr Fenwick had earlier in the day circulated an email re the well being fair. It was agreed that Cllr Fenwick and Arnold would continue to chase more voluntary groups re participation and contact dementia friendly, first responders and the City Council to see if they are interested in participating. **Action: Cllrs Fenwick & Arnold.**

Cllr Sheppard to provide a list of volunteers and publicise the event in the Village News. **Action: Cllr Sheppard.**

The costs for the event are £50 for hire of hall (which was agreed), printing costs for flyers /leaflets still to be established. Cllr Fenwick has asked all businesses participating to confirm that they have PL insurance

Cllr Fenwick reported that VCAG has drafted an information signs strategy that will be circulated to all Councillors to review and discuss at February Council meeting. **Action: Cllr Fenwick to circulate, all Councillors to review.** Lack directional signs in village - VCAG reviewing cost of finger post signs,

- Out dated maps - proposal to be replaced to include the public footpaths onto SDNP and neighbouring villages,

- Better management of lamp posts to promote events. **Action: Cllr Turnbull** to circulate draft protocol.
- Consider trader signs with Visit Rottingdean, how to keep up-to-date with QR codes and use of our websites (**Parish Clerk** agreed that the new version would be shared to all Cllrs before go-live date).
- Work with NEAG to consider signs located on seafront.

The **Parish Clerk** agreed to contact BHCC for their policy and guidelines for posters of lampposts and reminded Councillors that we need to abide by this policy as lampposts are a City Council asset. **Action: Parish Clerk.**

Wellbeing Fair 1st Feb update - currently have 8 x commercial organisations and 8 x voluntary organisations request tables for the event which is sufficient to go ahead with the event, although there are other contacts still to follow up, eg BHCC Public Health dept, Dementia UK. Cllrs and audience gave suggestions, most of which had been contacted. **Cllr Fenwick** advised the meeting that the original contact list was drawn up from those organisations advertising in VCN and Deans Mag in Oct/Nov. **Cllr Arnold** advised that commercial organisations are submitting Public Liability Insurance covers and she has asked non-commercial organisations about PLI. VCAG consider that the event will not be a cost burden to RPC with hall hire and promotional material costs being met by the small charge to commercial organisations. VCAG to meet to progress details. **Cllr Turnbull** agreed to take photos of the event, attendee numbers will be monitored for health & safety purposes. **Parish Clerk** to tweet event details.

Cllr Sheppard stated that he considered that the mix of events around 1st December was a success and congratulated the organisers. He also asked that thanks be recorded to Harry Sheppard and Dave Wilson for helping him take down Christmas tree and asked that congratulations be noted for Roy Wales who has just been awarded a **BEM (British Empire Medal)**.

Parish Clerk would advertise the event on Parish councils Twitter feed. **Action: Parish Clerk**

The meeting ended at 9.10pm

Date of next meeting: Monday 3 February 2020 @ 7.30pm

